Sperreng Middle School

7th Grade Technology Guidelines

**Electronic Device Use:**

1. Only use your electronic device when permitted by the teacher for the intended educational purpose.

2. Misuse or inappropriate use of electronic device could result in the loss of technology privileges at school and/or office referral. Please refer to the Student Handbook for a full listing of Lindbergh’s Technology Guidelines.

**Email Etiquette:**

1. Use friendly letter format.

 -Use greeting (example: *Hello Mrs. Jackson,*)

-Use complete sentences and proper grammar (letter capitalization and punctuation). Do NOT use texting language/slang.

-At the end of the email, before your signature, write “Thank you,” or “Sincerely,”

2. In the body of the email, mention which hour you have the teacher.

3. Re-read the email and check for spelling mistakes before you send the email. Your goal is to be professional when emailing a teacher or professor.

4. Subject Line.

 -The subject line should be a short summary of the email you are sending.

 Ex: *Homework Question*

5. Misuse of email could result in the loss of technology privileges at school and/or office referral.

*Example:*

To: (type the email address here)

Subject line

Greeting, body of email, and closing

Signature

Lindbergh Gmail

**Login Information:**

**Username:**  *graduation year* + *first name* + *last name* @ lindberghschools.ws

 example for John Smith: *20johnsmith@lindberghschools.ws*

**Password:** 10 digit state ID

**Adding a Signature:**

 1. Click on the **gear/flower shape** on the top right side of the screen.

 2. Click on ***Settings***

3. Make sure you are on the **General** Tab at the top

4. Scroll down to the Signature section and click on the circle next to the signature box. At this point the ***no signature*** circle should be unchecked.

5. In the box type...

 **Name** (first and last)

 **Team 7 Gold/Green**

 **Grad.** *or* **Graduation Year: 2020**

-Keep the size of text normal.

 -Keep the color of text dark, nothing bright or hard to read.

6. *Check* the box below the signature box that states **Insert this signature before...**

7. Click ***Save Changes*** at the bottom of the page.

**Contacts:**

 1. Click on the ***Mail*** drop down and click on ***Contacts***.

 2. Type ***Schneider*** or ***Rathjen*** in the search bar at the top. Click the search button.

 3. Check the box by the teacher’s name and click the ***Add to My Contacts*** button

4. Search for the rest of your teacher’s in the search bar. Check the box by the teacher’s name and click the ***Add to My Contacts*** button. Also, add your elective teachers to your contacts.

 Jackson, Ratliff, Rheinecker (7 Gold)

 or

 Moser, Makos, Perley (7 Green)

**Sending an Email:**

 1. Make sure you are in ***Mail*** and not ***Contacts***.

2. Click on the red ***Compose*** box.

2. In the ***To*** line, type in the email address or the first few letters of the last name of the person you are trying to email. The name will pop up below if you put them in your contacts.

 3. Type in the **Subject** of your email.

 -Summarize the email in a word or short phrase.

 example: *Homework Question*

 4. Add **Attachment:** (If needed)

-To add an **Attachment** click on the paper clip at the bottom and select your document.

 5. **Formatting Options:**

-Click on the ***A*** at the bottomto change the formatting such as underlining text or changing the color or font of the text.

6. Type email body. Make sure you re-read the email and check for spelling mistakes before you send the email. See the email etiquette section of this packet.

7. Click ***Send*** – blue button at the bottom.

**Google Drive**

**Setting Up Google Drive:**

1. Open a google chrome browser and go to **drive.google.com**

2. Sign in:

 **username:** lindbergh email (*20johnsmith@lindberghschools.ws*)

 **password:** same password as email (10 digit state ID)

3. Click on ***My Drive***

-Click on ***CREATE*** (it’s a red button), then ***Folder***. Title it ***7th Grade***, click ***Create***.

 -Create another folder and title it ***6th Grade***. Drag all your folders from last year into that folder.

-Click on the 7th Grade folder. Inside the 7th Grade folder add the following folders (click ***CREATE***, then ***Folder*** again to do this): You can also add your electives.

 ***-English*** or ***ELA?***

***-Math or Pre-Algebra***

***-Science***

 ***-Social Studies***

 -Click on the ***Science*** folder to go into it.

 -Inside the science folder add a folder and name it:

 ***Your Science Hour\_Last Name, First Name\_Drop Folder***

example: ***3rd Hour\_Smith, John\_Drop Folder***

 -Click ***Create***

**Sharing a Folder:**

1. *Check the box* to the left of the newly made science folder (*3rd Hour\_Smith, John\_Drop Folder*).

 2. Click on ***Share*** - it’s the picture of a person with a + sign.

 3. There is a box on the bottom that says, ***Invite People:***

-Type in Mrs. Schneider’s or Ms. Rathjen’s email address to share the folder with her.

 ***ASchneider@lindberghschools.ws******ARathjen@lindberghschools.ws***

 -Make sure it says ***Can Edit*** in the box to the right of the email address.

 -**Uncheck** the box where it says to ***Notify people via email***

-Click ***Ok***

-Click ***Share & save*** (It may not ask you this)

-Click ***Ok***

-Click ***Done***

**Shared with Me:**

1. To find a folder or document that has been shared with you, click on ***Shared with Me*** right under My Drive.

2. Find the folder called ***Shared Science Documents*** or ***Shared Science Documents - Challenge***

3. ***Check*** the box to the left of the folder.

4. Click the ***Move to*** option at the top. It is a picture of a folder.

5. Click on the arrow next to your 7th Grade folder. Click on your ***Science*** folder and make sure there is a check mark by your science folder.

6. Click the blue box ***Move***.

 -Now the folder should be moved into your Science Folder

 \*Do not move or delete any of these documents. This folder is only for sharing documents with you.

**Create a Document:**

 1. To create a document in a specific folder, go into that folder and click the red ***Create*** box.

 2. From here you can open a new ***Document, Presentation, Spreadsheet, Form, or Drawing.***